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Training 10-3

VITAL RECORDS WORKSHOP

MAY 1962

ROOM 1E 74

HEADQUARTERS

PRESENTED BY
RECORDS MANAGEMENT STAFF

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This Workshop on Vital Records is designed to accomplish the following:

1. Define A Vital Records Program

2. Show why such a Program is Necessary

3. Describe the Essential Points necessary to the Development and Operation of a successful Vital Records Program

4. Acquaint you with the Status of similar Programs In Other Government Agencies and Private Industry

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SCHEDULE

9:30 AM	WELCOME CIA Records Administration Officer HOW WE DEVELOP AND OPERATE A VITAL RECORDS PROGRAM CIA Vital Records Officer
BREAK	
	WHAT OTHER GOVERNMENT AGENCIES AND PRIVATE INDUSTRIES ARE DOING IN THIS FIELD CIA Vital Records Officer Movie: "DAY CALLED X" SHORT TEST Students CRITIQUE Students
12-Noon	Dismissal

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THE AGENCY

RECORDS MANAGEMENT PROGRAM

The Agency's Records Management Program is concerned with improvement of all paperwork:-

1. When it is being created,
2. While it is in use, and
3. Its ultimate preservation or destruction.

For example:

CREATION

Forms design, preparation, and control
Correspondence methods and improvement
Reports analysis and management

USE

Filing Systems and procedures
File equipment and supplies
Office equipment and related procedures
Record keeping surveys and analysis

DISPOSITION

Record retention and disposal schedules
Vital Records selection and storage
Records Center storage and service
Archives preservation

Guidance, Training, or Assistance on any phase of paperwork control is readily available from your Records Officer or the CIA Records Administration Officer [redacted] STAT

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